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**DEPARTMENT OF TRANSPORTATION AND  
DEVELOPMENT**

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\_\_\_\_\_ REFERRED FOR ACTION  
 \_\_\_\_\_ ANSWER FOR MY SIGNATURE  
 \_\_\_\_\_ FOR FILE  
 \_\_\_\_\_ FOR YOUR INFORMATION  
 \_\_\_\_\_ FOR SIGNATURE  
 \_\_\_\_\_ RETURN TO ME  
 \_\_\_\_\_ PLEASE SEE ME  
 \_\_\_\_\_ PLEASE TELEPHONE ME  
 \_\_\_\_\_ FOR APPROVAL  
 \_\_\_\_\_ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_

## PROJECT CAPTION

## MEMORANDUM

TO: HUBERT E. GRAVES  
 REAL ESTATE ADMINISTRATIVE MANAGER  
  
 ATTN: JERRY L. BRASWELL  
 RELOCATION ASSISTANCE OFFICER  
  
 FROM: \*  
 REAL ESTATE DISTRICT MANAGER  
  
 DATE: \*  
  
 SUBJECT: PROJECT INITIATION OF NEGOTIATIONS

Negotiations for the required right of way on the above captioned project were initiated on \*, when the acquisition offer for Parcel No. \* was presented to the property owner(s).

Cc: Pamela J. Leon  
 Charles E. Hudson  
 DOTD Compliance Program Specialist  
 file

_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ APPROVED	_____ DATE